

**BY ORDER OF THE COMMANDER  
AIR FORCE GLOBAL STRIKE COMMAND**

**AIR FORCE GLOBAL STRIKE COMMAND  
CHECKLIST 90-1001**



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**Special Management**

**INSPECTION CHECKLIST -  
INTERCONTINENTAL BALLISTIC MISSILE (ICBM)  
OPERATIONS STAN/EVAL (NSI/ORI/CI)  
(MAJCOM/NAF/WING)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This Inspection Checklist implements Air Force Policy Directive (AFPD) 90-2, *Inspector General --The Inspection System*, 26 April 2006, Air Force Instruction (AFI) 90-201, *Inspector General Activities*, 17 June 2009, and AFI 90-201\_AFGSCSUP, Addendum J, *Unit Compliance Inspections*, 1 February 2010. This checklist reflects command requirements for Operations Stan/Eval Programs for AFGSC missile operators at all levels to prepare for and conduct internal reviews, staff assistance visits (SAV), nuclear surety inspections (NSI), operational readiness inspections (ORI) and compliance inspections (CI). It complements instructions governing standardization and evaluation (Air Force Instruction (AFI) 36-2201 Vol. 1, *Training Development, Delivery, and Evaluation*, Air Force Global Strike Command Instruction (AFGSCI) 36-2202V1, *Intercontinental Ballistic Missile Mission-Ready Training, Evaluation and Standardization Programs* and AFGSCI 10-1202, *ICBM Crew Operations* and implements the guidance found in AFI 90-201, *Inspector General Activities* and the AFGSC Supplement to it. Effective unit self-inspections serve as the foundation for commanders to ensure compliance with governing directives. This checklist applies to Headquarters (HQ) Air Force Global Strike Command (AFGSC), Twentieth Air Force (20 AF), and the Missile Wings. This checklist does not apply to Air National Guard units or Air Force Reserve Command.

Ensure that all records created as a result of the processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at **<https://www.my.af.mil/gcss-af61a/afrims/afrims/>**. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

### ***SUMMARY OF CHANGES***

This interim change implements new guidelines that clarify the AFGSC Inspector General Inspection Checklist requirements and corrects the short title to reflect the 90 series numbering.

1. This publication establishes a baseline checklist. The checklist will also be used by the Command IG during applicable assessments. References have been provided for each item. Critical items have been kept to a minimum, and are related to public law, safety, security, fiscal responsibility, and/or mission accomplishment. Critical items require direct IG evaluation per AFI 90-201, and are those items that if not accomplished in support of primary mission could result in an overall MAJCOM/NAF/Wing assessment rating of less than satisfactory. Attention to non-critical items helps gauge the effectiveness and efficiency of the unit.

2. AFGSC checklists will not be supplemented. Units produce their own stand-alone checklists as needed to ensure an effective and thorough review of the unit program. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. See **Attachment 1, Table A1.1. Checklist.**

3. Adopted Forms.

3.1. AF Form 847, *Recommendation for Change of Publication*

3.2. AFGSC Form 91, *Individual's Record of Duties and Qualification*

TIMOTHY M. RAY  
Brigadier General, USAF  
Director of Operations

**Attachment 1**  
**OPERATIONS STAN/EVAL (MAJCOM/NAF/WING)**

**Table A1.1. Checklist.**

<b>SECTION 1 - HQ AFGSC</b>			
<b>MISSION STATEMENT:</b> Establish policy, basic requirements and provide guidance for standardization and evaluation programs.			
<b>NOTE:</b> All references are from AFGSCI 36-2202 V1 unless otherwise noted.			
<b>1.1. CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.1.1. Has HQ AFGSC/A3 established a MAJCOM office of primary responsibility (OPR) to implement evaluation and standardization programs? (para. 1.2.1.2.)			
1.1.2. Are policy, basic requirements and guidance for operations evaluation and standardization programs established and implemented across all command mission areas? (para. 1.2.1.3.)			
1.1.3. Does HQ AFGSC/A3 determine equipment, manning and facilities required to support operations evaluations? (para. 1.2.1.8.)			
<b>1.2. NON-CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.2.1. Does HQ AFGSC/A3T coordinate supplements, waivers and requests for clarification and guidance? (Instruction introductory para.)			
1.2.2. Does HQ AFGSC/A3T oversee management of evaluation and standardization programs? (para. 1.2.1.1.)			
<b>SECTION 2 - 20 AF</b>			
<b>MISSION STATEMENT:</b> Serve as point of contact for issues relative to their subordinate units and AFGSCI 36-2202 V1.			
<b>2.1. CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
2.1.1. Does 20 AF coordinate guidance issues on AFGSCI36-2202 V1 before providing clarification to the units? (para. 1.2.6.11.)			
2.1.2. Does 20 AF Stan/Eval conduct visits to assess the wing's ability to meet mission requirements? (para. 1.2.6.5.)			
<b>2.2. NON-CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
2.2.1. Does 20 AF define specific roles and responsibilities for wings, groups, squadrons, and detachments to implement the requirements of AFGSCI 36-2202 V1? (para. 1.2.5.3.)			
2.2.2. Does 20 AF establish requirements for a standardized evaluator training program and ensure wings/groups implement the program? (para. 1.2.6.4.)			

<b>2.2. NON-CRITICAL ITEMS (Continued):</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
2.2.3. Does 20 AF ensure standardization of operations among wings where practical? (para. 1.2.6.6.)			
2.2.4. Does 20 AF monitor wing or group standardization and evaluation programs? (para. 1.2.6.7.)			
2.2.5. Does 20 AF provide guidance to subordinate units for error determination when the wing is unable to make a determination? (para. 1.2.6.8.)			
2.2.6. Does 20 AF establish Individual Qualification Folder (IQF) requirements? (para. 1.2.6.9.)			
2.2.7. Does 20 AF publish initial, upgrade and recurring evaluation task responsibilities for each type of evaluation for each applicable mission area in the NAF supplement to AFGSCI36-2202 V1? (para. 1.2.6.10.)			
2.2.8. Does 20 AF provide assistance on problems affecting compliance with AFGSCI36-2202 V1 when resolution is beyond the scope of subordinate unit resources and request assistance/waivers from HQ AFGSC/A3T if the problem cannot be resolved? (para. 1.2.6.11.)			
<b>SECTION 3 - WING/GROUP/SQUADRON/DETACHMENT</b>			
<b>MISSION STATEMENT:</b> Implement the AFGSC standardization and evaluation program.			
<b>3.1. GENERAL (CRITICAL ITEMS):</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
3.1.6. Are evaluators on Combat Mission Ready (CMR) restricted status for proficiency reasons prohibited from administering evaluations? (para. 4.5.4.1.1.1.)			
3.1.7. Are evaluators on restricted status for medical or PRP reasons limited to conducting simulator evaluations, providing they have maintained currency? (para. 4.5.4.1.1.2.)			
3.1.8. Are evaluators decertified when required? (para. 4.5.5.1.)			
3.1.9. Are scripts designed so they do not create actual conditions that could jeopardize personnel safety or cause damage to equipment? (para. 4.10.4.)			
3.1.10. Do evaluators ensure safety and real world operational requirements take priority over simulated activity? (para. 4.11.1.)			
3.1.11. Does the unit evaluation office develop programs as described in AFH 36-2235, Vol. 11, <i>Information for Designers of Instructional Systems</i> , AFGSCI10-1202, and AFGSCI 36-2202 V1 for non-existent or upgraded missile systems? (para. 5.1.)			
<b>3.2. GENERAL (NON-CRITICAL ITEMS):</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
3.2.1. Does OGV ensure development of evaluation materials for BMC and CMR programs? (para. 1.2.8.1.)			

<b>3.3. EVALUATOR TRAINING (CRITICAL ITEMS):</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
3.3.1. Are evaluators trained, evaluated and maintaining currency in the tasks they evaluate? (para. 4.1.3.)			
3.3.2. Have all evaluators completed the appropriate training before certification? (para. 4.5.)			
<b>3.4. EVALUATOR TRAINING (NON-CRITICAL ITEMS):</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
3.4.1. Does OGV administer the initial and recurring evaluator training and certification programs? (para. 1.2.8.2.)			
3.4.2. Does initial evaluator training include all requirements defined in paragraph 4.5.1?			
3.4.3. Does the Chief of Stan/Eval (or designated representative) observe all certified evaluators conducting an evaluation at least annually? (para. 4.5.2.2. and para. 4.5.2.2.1.)			
3.4.4. Does the OG Commander certify all evaluators in writing? (para. 4.5.3.)			
3.4.5. Are decertified evaluators recertified by completing tasks as directed by the certifying official? (para. 4.5.5.3.)			
3.4.6. Do evaluators receive quarterly evaluator recurring training? (para. 4.5.2.1.)			
<b>3.5. EVALUATION PROGRAM (CRITICAL ITEMS):</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
3.5.1. Are upgrade evaluations given to an individual after completion of Mission Qualification Training (MQT) for another duty position? (para. 4.2.2.)			
3.5.2. Has OGV accomplished recurring evaluations by the delinquency date or placed delinquent individuals on restricted status? (para. 4.8.)			
3.5.3. Does OGV evaluate performance tasks identified in TEPS instructions using evaluation scenarios? (para. 4.9.1.)			
3.5.4. Are individual training and a special evaluation completed for evaluations rated UQ? (para. 4.2.4.2.)			
3.5.5. Are all tasks/subtasks where major and critical errors were committed (resulting in a UQ rating) evaluated in a subsequent special evaluation? (para. 4.2.4.2.)			
3.5.6. Do unit evaluators accurately assess minor, major and critical errors? (para. 4.14.2.)			
<b>3.6. EVALUATION PROGRAM (NON-CRITICAL ITEMS):</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
3.6.1. Does the Missile Wing ensure standardization of operations procedures, training and evaluation programs, wherever feasible, among subordinate groups/units? (para. 1.2.7.1.)			
3.6.2. Are all new or changed publications reviewed for impacts on operations procedures and evaluation programs? (para. 1.2.7.2.)			

<b>3.6. EVALUATION PROGRAM (NON-CRITICAL ITEMS) (Cont)</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
3.6.3. Does OGV ensure standardization of evaluation practices among group CMR evaluators? (para. 1.2.8.3.)			
3.6.4. Does the OG (or delegated unit) maintain and document IQF information? (para. 1.2.7.7.)			
3.6.5. Does the Commander or Operations Officer direct or request recurring or special evaluations to check individual or crew proficiency? (para. 1.2.10.1.2.)			
3.6.6. Are the proper deficiency codes used to describe why an evaluatee committed a deviation? (para. 2.2.)			
3.6.7. Do evaluators conduct a pre-brief to ensure that scenario support personnel clearly understand the rules of engagement? (para. 2.3.1.)			
3.6.8. Are units properly documenting appropriate items on the AFGSC Form 91, <i>Individual's Record of Duties and Qualification</i> ? (para. 2.4.)			
3.6.9. For BMC qualifications, is an observation conducted upon completion of qualification training? (para. 4.2.5.)			
3.6.10. Are all evaluations proficiency-based and conducted in a crew environment when practical? (para. 4.6.)			
3.6.11. Does an evaluator only observe one evaluatee when administering an initial or upgrade evaluation? (para. 4.11.9.)			
3.6.12. Do evaluators respond to a real world status change as appropriate during an evaluation in an operational environment? (para. 4.12.1.)			
<b>3.7. EVALUATION SCRIPTS (CRITICAL ITEM):</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
3.7.1. Are scripts designed to prevent unrelated tasks/status from being introduced while a crew is accomplishing critical phases of Level A TEPS/METER performances? (para. 4.10.9.)			
<b>3.8. EVALUATION SCRIPTS (NON-CRITICAL ITEMS):</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
3.8.1. Do scripts include instructions for evaluators, scenario support personnel, simulated inputs and problem cards? (para. 4.10.)			
3.8.2. Do scripts contain valid peacetime and wartime stimuli? (para. 4.10.1.)			
3.8.3. Do problem presentation and equipment response comply with TEPS/METER constraints? (para. 4.10.2.)			
3.8.4. Are scripts written to ensure crews are not driven to perform train-only tasks? (para. 4.10.6.)			
3.8.5. Do scripts create realistic operational environments requiring the evaluatee to prioritize actions? (para. 4.10.8.)			
<b>3.9 POST-EVALUATION ACTIONS (NON-CRITICAL ITEM):</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
3.9.1. Do evaluators provide written deficiencies to the training section within three duty days of completion of an evaluation phase? (para.. 4.14.6.5.)			

<b>3.10. EVALUATION SCENARIO CONDUCT (NON-CRITICAL ITEMS):</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
3.10.1. Are evaluatee pre-briefings properly presented? (para. 4.11.3. and para. 4.11.4.)			
3.10.2. Do evaluators ensure responses to evaluatee questions do not give more information than would normally be available, or prompt a response? (para. 4.11.5.2.)			
3.10.3. Do evaluators ensure scenario stimuli are presented as written in the script? (para. 4.11.5.5.)			
3.10.4. Do evaluators ensure evaluatees aren't challenged, corrected, or prompted concerning the evaluatees' actions? (para. 4.11.5.6.)			
3.10.5. Are evaluation questions used correctly? (para. 4.11.5.7.)			
3.10.6. Are evaluations properly terminated? (para. 4.13.)			
<b>3.11. DOCUMENTATION AND REPORTING (NON-CRITICAL ITEMS):</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
3.11.1. Are results debriefed as soon as practical after each phase of the evaluation? (para. 4.14.6.1.)			
3.11.2. Are all errors and deviations documented on a evaluation report (Corrective Action Worksheet)? (para. 4.15.2.)			
3.11.3. Are errors properly credited against the appropriate Job Performance Requirement (JPR)? (para. 4.15.2.1.)			
3.11.4. Are all tasks/subtasks exposed during an evaluation documented? (para. 4.15.2.2.)			

**Attachment 2**  
**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

**AFPD 90-2**, *Inspector General --The Inspection System*, 26 April 2006

**AFMAN 33-363**, *Management of Records*, 1 March 2008

**AFI 36-2201 Vol. 1**, *Training Development, Delivery, and Evaluation*, 1 October 2002

**AFI 90-201**, *Inspector General Activities*, 17 June 2009

**AFI 90-201\_AFGSCSUP, Addendum J**, *Unit Compliance Inspections*, 1 February 2010

**AFGSCI 10-1202**, *ICBM Crew Operations*, 1 December 2009

**AFGSCI 36-2202V1**, *Intercontinental Ballistic Missile Mission-Ready Training, Evaluation and Standardization Programs*, 1 December 2009

**EAP-STRAT Vol 16**, *ICBM Code Component Control Policy and Procedures*

***Abbreviations and Acronyms***

**AFGSC** -- Air Force Global Strike Command

**AFGSCI** -- Air Force Global Strike Command Instruction

**AFI** -- Air Force Instruction

**AFMAN** -- Air Force Manual

**AFRC** -- Air Force Reserve Command

**AFRIMS** -- Air Force Records Information Management System

**ANG** -- Air National Guard

**CDAP** -- Crew Document Annotation Procedures

**CMVC** -- Computer Memory Verification Check

**EAM** -- Emergency Action Message

**EWO** -- Emergency War Order

**EP** -- Execution Plan

**FDM** -- Force Direction Message

**HDA** -- Head Disk Assembly

**HQ** -- Headquarters

**ICBM** -- Intercontinental Ballistic Missile

**IG** -- Inspector General

**JPIC** -- Joint Planning Interim Change

**LCC** -- Launch Control Center



**MCC** -- Missile Combat Crew

**MAJCOM** -- Major Command

**MSORTIE** -- Missile Sortie

**NAF** -- Numbered Air Force

**OPLAN** -- Operational Plan

**OPORD** -- Operations Order

**OSK** -- Weapons and Tactics Flight

**RDS** -- Records Disposition Schedule

**SACCS** -- Strategic Automated Command and Control System

**TATD** -- Target and Timing Document

**USSTRATCOM** -- United States Strategic Command